



# NUR FARHAH BINTI MUHAMAD FISOL

☎ 018-4025467

✉ farhahfisol@gmail.com

🌐 <https://www.linkedin.com/in/nur-farhah-b507b0246>

📍 Bertam, Pulau Pinang, Malaysia.

## SUMMARY

Motivated Human Sciences graduate with a background in Sociology and Anthropology, equipped with strong analytical, communication, and administrative skills. Experienced in community engagement, data management, and project coordination. Eager to apply these skills in a dynamic role focused on social development and organizational growth, while contributing meaningfully to the success of the team.

## EDUCATIONAL BACKGROUND

- |  |             |
|--|-------------|
| <b>International Islamic University Malaysia</b>   | 2020 - 2024 |
| <ul style="list-style-type: none"><li>Bachelor of Human Sciences in Sociology and Anthropology with Honors</li></ul> |             |
| <b>Centre of Foundation Studies, International Islamic University Malaysia</b>                                       | 2019 - 2020 |
| <ul style="list-style-type: none"><li>Foundation in Human Sciences</li></ul>   |             |

## WORK EXPERIENCES

### Internship | District Education Office, North Seberang Perai

*Management and Administration ( July 2024 -October 2024 )*

- Managed administrative tasks, including processed over 100 documents weekly, maintained accurate records, and effectively handled routine inquiries from the staffs and visitors.
- Handled front desk operations, including efficiently handling phone calls and directing inquiries to specific departments, resulting to effective communication.

### Kindergarten Assistant | Tadika Amal Gemilang

*July 2023 – September 2023*

- Assisted with over 10 teachers to optimize classroom management strategies, contributing to increasement in student engagement and creating an inclusive learning environment.
- Helped to prepare the educational materials and resources for a class of 40 children, ensured the well-being and developmental needs of all students were met.

### Promoter | Lotus's Malaysia

*September 2022*

- Spearheaded promotional campaigns to the customers, successfully distributing more than 150 product samples, resulting in increasement in brand awareness and customer interest.
- Demonstrated effective communication skills in conveying product information and creating a positive customer experience

## VOLUNTARY EXPERIENCES

### Social Engagement with Academic Content via Santuni Pesakit Session and Fieldwork 2.0 | SASMEC@IIUM Kuantan (2024 )

- Engaged directly with patients suffering from chronic illnesses, providing support through educational sessions focused on health literacy and self-management strategies.

### Mentor-Mentee Program at SMK Keramat Wangsa (2023)

- Provided guidance and academic support to SPM candidates, fostering their educational growth and preparation.

### Perkampungan Siswa Rahmah by Majlis Mahasiswa Pulau Pinang (2023)

- Participated in community engagement activities, contributing to the welfare and development of local people.

## LEADERSHIP

---

### Orientation Week IIUM New Intake Students Semester 1, 2023/2024

*Discipline and Ibadah Committee ( 2023 )*

- Successfully managed responsibilities related to disciplinary matters and spiritual guidance, contributing to the overall welfare and well-rounded development of the student community.

### Financial Talk Programme: "On Money: What's New?"

*Secretary (2023)*

- Managed to coordinate virtual events over 200 participants, achieving smooth operations and consistent attendee involvement.

### STUFF Mass Gathering by STUFF Club

*Programme Coordinator (2022)*

- Ensuring the smooth execution of diverse program components, contributing to its overall success and leaving a positive impact on participants.

### Block Representative Coordination Mahallah Asma

*Education, Research & Training Bureau (2022)*

- Directed educational and research initiatives within the bureau, contributing to the development and implementation of training programs.

## ACHIEVEMENTS

---

- Awarded MDEC Certificate Level 1 - Go Digital 2024.
- Achieved sales target in individual business for Economy & Society Class ( SOCA4400 ) course.
- Received Aptis Certificate by the British Council 2024.

## HARD & SOFT SKILLS

---

### Software Skills

- Canva Pro
- Capcut
- SPSS
- Microsoft Word, Excel, PowerPoint

### Soft Skills

- Teamwork
- Empathy
- Adaptability
- Volunterism

## LANGUAGES

---

- English (Working Proficiency )
- Malay (Native Proficiency)

## REFERENCE

---

Dr. Norasikin Binti Basir

Lecturer, Dept of Sociology and Anthropology

IIUM Gombak Campus

Email : norasikin@iium.edu.my